



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
1st District
Brence Culp, Vice Chair
3rd District
Clinton Tatum
2nd District
Carl Gallucci
4th District
Angela Mazzie
5th District

MEETING MINUTES

December 16, 2004

Chairperson Louisa Ollague called the meeting to order at 1:34 p.m. in the Conference Room of Room 525 at the Kenneth Hahn Hall of Administration.

Committee Members Present

Louisa Ollague, First District
Brence Culp, Third District
Clinton Tatum, Second District
Angela Mazzie, Fifth District

Committee Members Absent

Carl Gallucci, Fourth District

Others in Attendance

Elaine Boyd, Auditor-Controller
Maria Oms, Auditor-Controller
Mike Pirolo, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Ben Uminsky, Graduate Student/SEIU 660

Martha Littlefield, Executive Office
Peter Papadakis, Executive Office
Fred Leaf, DHS
Azar Kattan, DHS

Approval of Minutes

On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved the November 18, 2004 minutes.

Old Business

Sheriff's Contract Billing Practices Status Report: Angela Mazzie asked if other training types were reviewed. Mike Pirolo reported other training types will be reviewed in Phase II of the investigation and currently the Department is refining costs which may be billable. Brence Culp inquired how the quality of information received was. Mike Pirolo reported the Sheriff's Department believes the contract cities amounts attributed are too high. Also, cities state as rates rise, the request for services will fall. The Sheriff will be redeployed to other areas if this occurs. Further, Mr. Pirolo advised a monthly update will be provided throughout the process per the Board of Supervisors request. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved continuing this item on the agenda monthly to track any arising issues.**

Expansion of Countywide Contract Monitoring Project to Include Department of Health Services Contracts (Board Agenda Item #5.4, June 21, 2004): Fred Leaf reported DHS has inventoried categorical contracts, however, service contracts and purchase orders were not addressed due to high backlog. Mr. Leaf anticipates the inventory of service contracts and purchase orders will be completed by February 1, 2005. George Bustamente (system interface) and Sharon Ryzak (audit compliance) work under Sachi Hamai (administrative services). Cara O'Neil (contracts and grants) and Loretta Range (contract monitoring) will be under Irene Riley (contract administration). **This item was continued to the January 20, 2005 meeting. The Auditor-Controller will report on its progress regarding the list provided by DHS. Fred Leaf was invited to attend the February 17, 2005 meeting.**

Sunset Review of Board Policy No. 5.140 – Oversight of Construction Contractors: **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved recommending the Board of Supervisors adopt the recommended**

amendments and continue the sunset date to April 14, 2007.

Department of Community and Senior Services Fiscal Year 2002-2003 and 2003-2004 Fiscal Monitoring of Project Phoenix Program Service Providers: The Auditor-Controller reported 8 findings are still pending; disallow \$36,000. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Inquiries from November 18, 2004 meeting resulting from the Fraud Hotline Status Report: Ms. Oms reported the database to uncover identity theft within the County is unable to track cases by subject at this time but identity theft has increased and the database will be updated to track by subject. She stated the majority of thefts were found in social service departments. The Auditor-Controller surveyed five counties (San Bernardino, Riverside, San Francisco, Orange and San Diego) and found they do not have specific policies/programs addressing identity theft prevention. The Committee thanked Maria Oms for researching this matter.

Drew University Response to King/Drew Medical Center Affiliation Agreement Audit Report: **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

General Relief Opportunities for Work Over Billings (Board Agenda Item #33, May 11, 2004): The Auditor-Controller reported it took 6 months to verify billings and discuss repayments with DPSS. Louisa Ollague asked if GR payments are from NCC or the State. Ms. Boyd stated a \$2.5 million overpayment and a \$1 million underpayment occurred. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved continuing this item to the January 20, 2005 meeting and until double billings are resolved.**

Reports to be Received and Filed

Group Home Program Monitoring Report – Little People’s World, Inc., Harris Avenue and Kalsman Avenue Homes: Review determined the agencies provided the services outlined on their program statement, however, the following improvements were needed: ensure court authorizations for psychotropic medication are accurate; develop Needs and Services Plans with specific/measurable goals; and provide residents the opportunity to increase their weekly allowances. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Moore’s Cottage: Review determined the agency provided the services outlined in their program statement, however, the agency needs to make repairs to the facility and document the placement workers’ participation in the needs and services plans. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

David and Margaret Foster Family Agency Contract Review: The review determined the agencies provided the services outlined in their program statement, however, 3 of 6 foster parents did not fully complete the required hours of annual training for calendar year 2003 as required by the County contract. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Public Guardian Board Order Request for Extension – Timeline for Audit Activities: The Auditor-Controller reported the timeline for completing the audit of the probate and older adult conservatorship functions of the Department of Mental Health, Office of the Public Guardian was extended to April 30, 2005 due to the lack of available resources and complexity of the

assignment. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Center for Community and Family Services Contract Review: Review determined the agency provides the services required in their County contract. However, the agency needs to strengthen documentation confirming program participant's childcare services eligibility to ensure overpayments do not occur. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Southern California Foster Family & Adoption Agency Contract Review: Review determined the agency provided the services outlined in its County contract but recommended all foster homes are recertified timely and all children taking psychotropic medication are monitored monthly by the prescribing physician. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Connections for Children Contract Review: Review determined the agency provides the services outlined in their County contract. However, the agency needs to strengthen documentation confirming program participant's childcare services eligibility to ensure overpayments do not occur. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Reports Received

Bison Death at William S. Hart Park – Case #2005-0091: **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved receiving and filing the report.**

Sheriff Patrol Services Compliance Status Report: The Auditor-Controller reported the billing review should be completed by January 2005 and the patrol compliance review by March 2005. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved continuing this item to the March 17, 2005 agenda.**

Five Acres Foster Family Agency Contract Review: Review determined the agency provides the services outlined in its County contract. However, agency approved an unsafe fire escape plan for one foster home and needs to ensure foster parents obtain the signatures of foster children when receiving their allowances. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved receiving and filing the report.**

HIV Prevention Services RFP #2004-04: Deficiencies in OAPP's evaluation process and submittal of the Auditor-Controller recommendations for corrective actions was referred to DHS management. New procedures should ensure adequate documentation to better justify scores awarded in future RFP's. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved receiving and filing the report.**

Child and Family Guidance Center Contract Review: Review determined the agency provides the services outlined in its County contract. However, 1,113 of the 8,532 minutes sampled were over billing totaling \$1,600. The agency submitted adjustments to DMH to prevent future over billing. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved receiving and filing the report.**

Other Business

Audit Plan for FY 2004-05: The Auditor-Controller review of the budget process and a follow up managerial audit of CSS. Since the restructuring, Auditor-Controller staff is present on a

daily basis. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Matters not on the Posted Agenda (to be Presented and Placed on the Agenda of a Future Meeting) Ms. Oms stated the DCFS instrument used for contract monitoring is similar to the Auditor-Controller's and it would be redundant to continue review, however, the Board of Supervisors requested continuing the review. Brence Culp suggested sending a letter to the Board of Supervisors explaining the similarities. Louisa Ollague requested the Auditor-Controller continue its review FFAs and Group Home Monitoring and invite Sue Harper, Ed Sosa, Angela Carter and Richard Bloom from County Counsel to the next meeting.

Public Comments

There were none.

Adjournment

There being no further business to conduct, the meeting was adjourned at 2:45 p.m.